

## CITY OF CENTRAL JOB DESCRIPTION

JOB TITLE	
<b>Municipal Service Worker I</b>	
Department <b>Public Works</b>	Title of Immediate Supervisor <b>Streets &amp; Facilities Foreperson</b>
Salary Range <b>DOQ/DOE</b>	Effective Date <b>September 1, 2015</b>

### **JOB SUMMARY**

Under supervision, performs a wide variety of unskilled and semi-skilled work in the maintenance, construction and repair of the City's infrastructure and facilities including but not limited to highways, roads, bridges, streets, curbs, sidewalks, buildings and other city-owned properties; operates trucks and light equipment incidental to the work.

### **ESSENTIAL FUNCTIONS (Major Tasks, Duties and Responsibilities)**

1. Performs a wide variety of maintenance activities requiring the use of tools and equipment such as mowers, dump trucks, air compressors, tampers and other equipment; operates a loader, back hoe and skid-steer incidental to work; cleans and performs routine maintenance on tools, equipment, facilities and parks.
2. Mows grass, cuts weeds, digs, plants and maintains flowers and/or flower beds; assists in traffic sign installation, repair and replacement; plows snow and sands streets; shovels and sands sidewalks; performs minor maintenance on vehicles; paints walls; cleans catch basins; assists in locating water line breaks; assists in the repair/replacement of water lines; receives training in the connection of water taps; assists in performing routine maintenance work on meters, valves, service lines and fire hydrants.

### **ORGANIZATIONAL RELATIONSHIPS**

**Supervision Received:** Public Works Supervisor and Public Works Director.

**Supervision Given:** None.

## **POSITION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education, Experience & Training:** Any combination of experience and training equivalent to graduation from high school and one year as a construction laborer is desirable.

### **Licensure/Certification/Registration:**

- Must maintain and possess a valid Colorado Driver's license with a good driving record.
- Possession of a Class B CDL is preferred. Should the individual not possess a Class B CDL, he/she is required to obtain this license within three months of hire.

### **Qualifications:**

- Working knowledge of methods, materials and equipment necessary for maintenance and construction activities.
- Ability to perform moderately heavy manual tasks requiring the full range of body movements and work in inclement weather.
- Ability to follow written and verbal instructions.
- Ability to read, write and comprehend simple instructions.
- Ability to establish and maintain effective working relationships with other employees and the public.

## **PHYSICAL AND MENTAL REQUIREMENTS**

- Ability to perform moderate/heavy physical work, to lift and carry up to 75-100 lbs.
- Ability to stand, walk, run, sit, ride, climb, bend, twist, reach, grasp and perform similar body movements.
- Possesses hand/foot/eye coordination adequate to operate equipment and a vehicle, and to perform basic computer operation.
- Ability to talk and hear in person, by telephone and by two-way radio.
- Ability to see and read instructions, manuals, plans, gauges, traffics signs and figures.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious or confined places. The employee regularly works near moving mechanical parts and in outside weather conditions and may be exposed to toxic or caustic chemicals and risk of electric shock.

The noise level in the work environment is usually moderate but can be heavy based upon duties.

### **EQUIPMENT USED**

Uses and operates heavy and light construction equipment to back hoe, skid-steer, personnel lift, plate compactor, concrete saw, gas and electric powered equipment, and a variety of hand tools. Uses personal computers, keyboards, telephones, two-way radios, copy machines and other standard office equipment.

### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Central is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

### **EMPLOYEE ACKNOWLEDGEMENT**

I \_\_\_\_\_ DO HEREBY ACKNOWLEDGE THAT I  
HAVE READ AND UNDERSTAND THE SCOPE AND INTENT OF THE JOB  
DESCRIPTION FOR THIS POSITION ON THIS DAY \_\_\_\_\_.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date